

Description of Position	<p>Title of Position: <u>Social Caseworker II</u> Classification Code: <u>02822400</u> Salary Range: <u>(AA24) \$41528-47605</u> Reference Position No: <u>3320-10400-Pending</u> <u>Children, Youth & Families Family Services/Region IV</u> Application Period: <u>2/21/2007 to 2/27/2007</u> Department or Agency Name Division—Section—Unit Assignment(s)/Comments: Location: <u>249 Roosevelt Avenue</u> Shift and Days: <u>Monday-Friday: 8:30am-4:00pm</u> <u>Pawtucket, RI</u> Restrictions/Limitations: <u>None</u> <u>Supervisor: Lori Edwards</u> Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No Name of Bargaining Union: <u>Local 580</u> There is <u>X</u> is not a Civil Service List for this position See A/B or Both for Specific Instructions</p>
General Information To Candidate	<p><u>Instructions:</u> A. <u>STATE EMPLOYEES LATERAL BIDDER:</u> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please submit a letter "bid" noting your intention to bid, the position title and posting number (found on upper left hand corner of posting). <u>Most important</u> – please include the following information: • <i>The title of the position for which you are applying</i> • <i>Name of your department where you are currently employed</i> • <i>Title of your present position and date you entered it</i> • <i>Your business telephone number</i> • <i>Date you entered State service</i> • <i>Present Union Affiliation ***</i> *** In certain agencies, bargaining union applicants will receive preferential consideration according to contract. B. <u>NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</u> If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all of the questions on the application form, you may delay consideration of your application. C. <u>AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</u> • <u>REASONABLE ACCOMODATION:</u> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. • <u>MEDICAL INFORMATION:</u> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulation of the Americans with Disabilities Act (ADA).</p>
Statement of Duties	<p><u>DUTIES / RESPONSIBILITIES:</u>To perform casework duties and responsibilities of a specialized nature; and/or to be assigned to a special area of service in child and family services and family preservation, family support and/or family reintegration; such assignments can be considered unique for various reasons such as: geographical, irregular hours of work, and nature of work; and to do related work as required.</p>
Minimum Education and Experience	<p><u>EDUCATION / EXPERIENCE/ SPECIAL REQUIREMENTS:</u> This position is posted in accordance with contractual obligations for the purpose of lateral transfers. Only <u>current Social Caseworker IIs are eligible to bid.</u> <u><i>Note: There will be no informational interview. If you are the senior bidder, you must be prepared to accept the transfer when contacted by a representative of the Office of Human Resources.</i></u> <u><i>Note: If eligible, you must be prepared to report by 4/29/2007 (tentative start date subject to change)</i></u> <u>Inappropriate bids will not be acknowledged!</u></p>
Where To Apply	<p>Apply within the application period as shown on this announcement, <u>NOTE:</u> Some state union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office <u>does not</u> assume responsibility for applications sent through the mail. <u>SEND RESUME or CS-14 Application to:</u> Dept. of Children, Youth & Families Phone: (401)528-3681 Office of Human Resources Fax: (401)528-3680 101 Friendship St., 2nd Floor TDD: (401)222-5803 Providence, RI 02903 Attn: Ellen L. Moan</p> 